

WESTERN ASSOCIATION FOR BIOFEEDBACK AND NEUROSCIENCE
Wednesday, July 12th, 2017 8pm (PST) (moved from 7/5/17)
Regular Monthly Meeting of the Board of Directors

Call in: 641-715-3276
Code: 1080072#

- I. Call to Order:** Gary Schummer (Law & Ethics, Past President) made the decision to begin the meeting as the president was not yet on the call. Meeting was called at 8:10pm.
- II. Members Present:** Jane Kingston (Secretary/Treasurer), Kathryn Kimball (PR & Marketing), Leighton Grampp (Student Committee) Katee Wynia (Membership), Gary Schummer (Law & Ethics, Past President)
Also in Attendance: Serena Wadhwa (Executive Director)
Members absent: John Mekrut (President-Elect) and Rick Harvey (Ex-officio) and Keerthy Sunder
- III. Approval of June Minutes:** Motion to accept by Jane and 2nd by Kathryn. Minutes approved.
- IV. Officer's Reports**
 - a. President: Absent
 - b. Secretary/Treasurer: Jane reported current status. We didn't earn as much this past month. As of 7/5/17 there is \$5795.79 in the Wells Fargo account, \$11,001.49 in Quickbooks, and \$100.92 in Paypal. Serena mentioned the discrepancy between the amounts in QB and the WF account and indicated she is going to work with someone to see about fixing this.
- V. Committee Reports**
 - a. Marketing & PR (Kathryn): We are trying to get Dr. Amen to speak at the conference; however, he has a doctors' retreat that same time and will not be able to attend. Kathryn also talked with Nichol Bradford but she is also not available to speak at the conference. She discussed how we have a lot of interesting things going on and several places are waiting for information on the content of the presentations, etc. She is working on putting information out. Gary mentioned the connection with Sharon Niv and that she will be submitting a proposal. Kathryn is interested in putting a panel together and maybe moderating the panel. The revised sponsorship form was brought up.
 - b. Education (Gary): No report. He is putting together an orientation manual for new board members, including the by-laws, minutes, and information about topics from past years.
 - c. Ethics (Gary): No report
 - d. Conference Committee (Amir): Mentioned he was in OC and visited the hotel. Location is nice and welcoming. There is a shuttle from the airport to the hotel. There are a few good restaurants in the area (Seasons 52, Capital Grille, etc.) Asked the board about completing a new flyer for the conference or hiring someone. Due to limited funds, Amir will do a flyer. Asked about speakers, and if anyone from the board will be speaking. Stated he had Kathryn down to moderate the panel. Discussed Lightning talks, 20 minute informal talks about a topic. Serena will add this to the next e-blast. Amir asked about sending an invite to Division 38 (health psychology). There was a discussion about the conference times. Gary about pre-conference workshops on Friday. Gary and Katee reviewed the speakers on Friday (1 full day) and 2 ½ days workshops. Will end on Sunday at 1pm. The conference last year started at 7 or 8pm on Friday with the President's reception. Amir reviewed the times from the hotel contract: Friday 1pm to dinner (8pm) Saturday the 4th, from 7:30 am to 4pm with breakfast and lunch; and Sunday the 5th, 7:30 am to 12pm with breakfast. Amir mentioned talking with Allen at the hotel who will help with the conference and that we can host a happy hour on Saturday evening. Amir discussed having sponsors for the meals and Jane stated we will need the notes from the June 21st call. Amir indicated he sent out the spreadsheet with companies and who was assigned to which ones. Kathryn asked about a protocol and Amir stated it's more of a general idea of collaborative relationships. Jane mentioned there was a revised form and Serena has a list. Serena indicated she did not have this list and once she receives this list and the revised form she can send it out all at once. Serena asked about where to send conference proposals and Amir said to the conference committee.

Upcoming Meeting Dates:

October 4th

August 2nd
November 1st

September 6th

December 6th

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- e. Student Committee (Leighton): no updates. At the next meeting will have information about student volunteers for the conference.
 - f. Membership committee (Katee): Katee mentioned there was not a lot to report. She indicated Jane proposed using a software (Wild Apricot) for membership and offered to pay for it. Jane mentioned we get one month for free and Katee said it will take about 6 months to see how this will work for the organization. It is \$30 a month for 500 members and then goes up in price as the membership increases. Katee and Jane mentioned this software can help with membership and reminders. Katee indicated she will be gone for a couple weeks and will work on this.
 - g. Financial (Jane): mentioned call on June 21st. Discussed how Wild Apricot has free webinars which may be helpful for fundraising. Amir would like it if she can come up with ways to present these it would be helpful. Amir asked about financial balance and both Gary and Jane mentioned we are okay.
- VI. Membership:** Is the focus only on CA or including outside CA? Katee brought this up during the committee report and yes, the board answered we are including states outside of CA. Gary brought up the statistics about there was interest from people from other states and that the board was committed to recruiting. Gary mentioned that board members had called individuals in different states. Jane has a copy of this list of those contacted and Katee requested this list to contact these members again. She will create a list in Constant Contact to reach out to them.
- VII. Annual Conference Committee**
- VIII. Board members to post on social media (schedule):** John is the point person and Jane asked about a tutorial. Katee will be added as an administrator for Facebook.
- IX. Summer newsletter:** Jane asked about the obituary for Elmer Green and is willing to contact the daughter to write this. It was discussed about timing and maybe fall issue might be better. No decision was finalized.
- X. Executive Director report?**
- XI. Potential Collaboration with UCLA/WABN workshop presentation (Dr. Stephen Sideroff)**
- XII. 2016 Annual Conference evaluations**
- XIII. Miscellaneous**
- a. Discussion of BOD calls structure (open and closed sessions)

ANNOUNCEMENTS:

ADJOURNMENT: Jane brought up that Serena had to leave at 9pm. Gary motioned to adjourn and Jane 2nd.
 Adjourned at 9:10pm.

Action Item	Name
Conference flyer	Amir
Lightning Talks	Serena to include in email for conference proposals
Out of state potential members	Katee to create Constant Contact list
Add Katee as a Facebook administrator	John

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